

## CITY OF BURIEN, WASHINGTON

### JOB ANNOUNCEMENT

**Title:** Facility Attendant

**FLSA Status:** Non-Exempt, 0 – 12 hrs/wk

**Salary Range:** \$11.58 per hour

**Dept.:** Parks, Recreation, and Cultural Services

**Reports to:** Recreation Specialist

**Position is open until filled.**

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### General Position Summary

The Facility Attendant is responsible for the supervision and upkeep of facilities; prepares facilities for use; monitors rentals to ensure that they are safe, proper and appropriate; provides information and assistance to the general public.

#### Essential Functions

- Support and model the identified vision, values and behaviors of the organization.
- Open and close Burien Community Center facilities.
- Prepare facilities for use including but not limited to set up tables, chairs, other furniture and equipment, resituate facilities after use, remove and store furniture, equipment, materials, and other supplies; perform light custodial work as needed.
- Monitor activities within the facility to maintain a safe, proper and appropriate environment.
- Implement and enforce department policies including all aspects of rental agreements.
- Attend to injury and incident victims; provide assistance and first aid when needed. Contact appropriate emergency services (911) if needed.
- Inspect facility and report maintenance and repairs needed.
- Receive and direct visitors; answer participant inquiries and provide information concerning recreation programs and schedules, receive and resolve customer complaints and problems. If unable to respond, direct individuals to appropriate person.
- Conduct facility tours.
- Perform other duties as assigned.

#### Secondary Function

- Provide clerical support for assigned projects.
- Assist with City sponsored special events.

#### Job Scope

This position involves recurring work situations with occasional variations from the norm with a moderate degree of complexity. Incumbent operates from specific and definite procedures with a low level of supervision.

#### Interpersonal Contacts

Works with the Parks, Recreation, and Cultural Services department staff and the general public.

#### Ability To:

- Be helpful, respectful and courteous to facility users.
- Be an excellent oral communicator.
- Be dependable and trustworthy.
- Work frequent weekend, evenings, and other irregular hours.
- Perform custodial and/or light maintenance duties.

- Work independently with minimal supervision.
- Meet schedules and timelines.
- Recognize occupational hazards and utilize standard safety practices.
- Effectively respond to emergency situations and apply First Aid and CPR when necessary.
- Interpret and apply rules, regulation, policies, and procedures.

#### **Mental Abilities:**

Position requires continuous decision making, interpersonal skills, customer service, use of discretion, and the ability to read, write, understand, and speak English; occasional problem analysis, negotiation, independent judgment and/or action, train/supervising, and presentations/teaching and creativity; and rare teamwork and performance of basic and advanced math.

#### **Physical Abilities:**

Position requires frequent sitting and hearing; occasional standing, walking, feeling, talking, stooping, sitting, fingering, handling, bending, and repetitive motions of feet, hands and wrists; and rare crawling, kneeling, and climbing. Must be able to lift and carry 25 pounds and push and pull 50 pounds.

#### **Education and/or Experience**

One year of work experience.

#### **Special Requirements**

- Must be 18 years of age or older.
- Successful completion of pre-employment background check.
- Valid First Aid and CPR Certification.
- Bilingual (English and Spanish) preferred.

#### **Job Conditions**

The Facility Attendant works directly with facility users at Burien Community Center. A high degree of physical mobility is required to set up and rearrange room equipment. Ability to work on a flexible schedule is required. Work is primarily during evening and weekend hours.

Hazards: May have contact with dissatisfied or abusive individuals. Responsible for opening, closing and locking facility alone.

Adopted 05/25/12

#### **SELECTION PROCESS**

Applicants will be evaluated on the basis of education and work experience. Highly qualified candidates may be invited to participate in interviews. Candidates may be asked to respond to supplemental questions in writing and may be asked to supply illustrative examples of work. A test may also be administered to assess relevant skills. Additional references may be requested of finalists.

#### **TO APPLY**

Applications are available on-line at [www.burienwa.gov](http://www.burienwa.gov). Candidates **must submit a City of Burien employment application form and cover letter** on-line or to City of Burien, Attn: Human Resources, 400 SW 152<sup>nd</sup> Street, Suite 300, Burien, WA 98166. If you need special accommodation in the application or examination process, please contact Human Resources at (206) 248-5504.

#### **NOTICES**

*The City of Burien is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental or physical disability.*

*Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

*The City of Burien has a no smoking policy in all City facilities and all City vehicles.*